

JOBMASTER

HR Consultancy

Job Matching Methodology

The survey's job matching is mainly based on the organizational chart, job grading and leveling to determine Benchmark Average, 1st Quartile, Midpoint & 3rd Quartile. The results are then used to assess the alignment of a company's actual compensation in the marketplace for each job function. The results can be assessed using the following guidelines.

“JobMaster’s Levels”: They are common standard levels created for the sake of uniformity to ensure the consistency of the job matching and to be able to compare “apples with apples”.

■ Levels

- Level A:** Directors / Executives / Senior Managers
- Level B:** Managers / Head of Department
- Level C:** Middle Managers / Sections Heads / Deputy Managers / Ass. Managers
- Level D:** Seniors / Supervisors / Specialist
- Level E:** Admin. Staff / Juniors
- Level F:** Entry Level / Coordinators
- Level G:** Blue collars (Technician III).
- Level H:** Blue collars (Technician II).
- Level I:** Blue collars (Technician I).

JOBMASTER

HR Consultancy

Definitions

- **Annual Basic Salary:** This figure reflects gross basic salary multiplied 12 months.
- **Guaranteed Annual Cash:** This figure reflects annual gross basic salary (Include 13th, 14th or 15th months) plus any guaranteed cash.
- **Average Total Annual Cash:** This figure reflects annual guaranteed salary, as well as all other cash payments, such as profit sharing, performance incentive, bonus and guaranteed cash allowance, etc.
- **1st Quartile:** First quartile is the median of the lower half of a set of data. It is called lower quartile or 25% percentile.
- **Midpoint:** The middle number or the average of the two middle numbers of data. It is called second quartile, median and 50th percentile.
- **3rd Quartile:** Third Quartile is the median of the upper half of a set of data. It is called upper quartile or 75% percentile.
- **Average:** Sum of all the values divided by the number of values.
- **Maximum:** The maximum reflects the highest figure of the participating companies.
- **Below:** It indicates that the duties and responsibilities of your company position less than JOBMMASTER's job scope and other participants.

JOBMASTER

HR Consultancy

- **Match:** It indicates that the position has the same scale of duties and responsibilities comparing with the JOBMASTER's job scope and other participants.
- **Above:** It indicates that the duties and responsibilities of your company position more than JOBMASTER's job scope and other participants.